

PROPOSED INTERN PROGRAM

It is the desire of the World Service Office that assistance be provided to each Region that desires assistance in the training of a principal employee or other N.A. Member who might be responsible for the operation of a Central Office for a Region. Upon adoption, the World Service Office shall inform every Region of the following optional program.

A Region desiring assistance will make arrangements with the Manager of the World Service Office to schedule a person from that Region to become an intern at the World Service Office. The Region shall be responsible to arrange and pay the transportation costs of the individual selected. The schedule of the period of time shall be by agreement with the Manager of the World Service Office. The individual selected will undergo a six week training program at the World Service Office. This training shall include "Hands On" experience and instruction in every phase of the World Service Office operation. Specific areas of this shall include:

1. Handling mail and mail orders.
2. Receiving and recording of funds.
3. Management of checking accounts and desposits of funds.
4. Monthly and quarterly financial reports.
5. Processing individual orders placed with the Regional Office.
6. Ordering supplies, equipment and inventory control.
7. Management of "Corporate Duties" (if a corporation is involved or reporting and working with the Regional Service Committee if no Corporation is formed).

The World Service Office will put each intern on the payroll and provide the individual with a salary during the six week training period. Although, it may be possible to arrange for daily transportation and lodgeing, at this point that is not assured. Every effort will be made to secure these arrangements. However, World Service Office will not accept more than two interns concurrently.

This Program shall be available for two Regions at a time on a first scheduled basis starting June 1, 1984. World Service Office will not agree to schedule interns prior to that date in order that all Regions have equal opportunity to discuss this matter and decide if they choose to participate.